

Professional Services Schedule

FSC Group, Part, and Section or Standard Industrial Group (as applicable)
FSC Class(es)/Product code(s) and/or Service Codes (as applicable) Contract number

Schedule Title: Advertising & Integrated Marketing Solutions (AIMS)
Contract Number: 47QRAA18D00AV

Contract period: June 21, 2018 through June 20, 2023
Name: E.O. Media Services Inc
Address: 5206 Cornelias Prospect Drive Bowie, MD 20720
Phone: 301-742-3981
Fax numbers: 301-464-5018

Web: www.eomedia1.com
Business size: Small Business

Name: Robert Sharp
eMail: rob.sharp@eomedia1.com
Phone: 301-742-3981

1a. Table of awarded special item numbers are;

SIN	Recovery	SIN Description
541-1000	541-1000RC	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
541-3	541-3RC	Web Based Marketing Services
541-4B	541-4BRC	Video/Film Production
541-4D	541-4DRC	Conference, Events, and Trade Show Planning Services

1b. Lowest Price

541-1000	Zoom H4N Pro 4CH Audio Recorder Kit	Per Day	\$12
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1c. Position Descriptions

Item	SIN	Awarded Labor Category	Labor Descriptions
1	541-4B	Program Manager V	<u>Minimum General Experience:</u> 7 years' experience with audiovisual systems operation or video production and post production operations. Good customer service experience. <u>Functional Responsibility:</u> Maintains working relationships with the Government Contracts Officer (CO) and the Contracting Officer's Technical Representative (COTR). Responsible for the overall management of the specific task orders insuring that they are completed on time and within budgetary constraints, has financial responsibility. Directs activities of other project personnel insuring that the technical solutions and schedules in the task order are implemented.

			<p>Provides oral and written reports to both the Government and contractor management.</p> <p><u>Minimum Education:</u> Master's in Management, Film</p>
2	541-3	Analyst III	<p><u>Minimum General Experience:</u> 3 years of relevant management, organizational or technical experience.</p> <p><u>Functional Responsibility:</u> Reviews, analyzes, and identifies requirements including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Requires a bachelor's degree in a related area and at least 5 years of experience in the field or in a related area. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.</p> <p><u>Minimum Education:</u> Bachelor's degree in an associated technical discipline</p>
3	541- 3	Multimedia Web Designer III	<p><u>Minimum General Experience:</u> 3 years of progressive experience in technological product development.</p> <p><u>Functional Responsibility:</u> Capability to develop technical and technological products in support of strategic marketing and communications programs including but not limited to multimedia software and systems, websites, media monitoring applications, search engines, social media applications, and database systems.</p> <p><u>Minimum Education:</u> Bachelor's degree in associated technical discipline.</p>
4	541-4B	Creative Manager III	<p><u>Minimum General Experience:</u> 5 years' experience in an ad agency and/or a broadcast creative services department. Should have background and/or practical understanding of high-end graphic design, art direction or creative direction. Must have expertise with creative technologies, and have experience as a supervisory manager with budget responsibility</p> <p><u>Functional Responsibility:</u> Responsibility for the creation of master brand and overall concept and the execution of all creative components. Manages a group of professionals to achieve: online advertising, social media, and broadcast, mobile and online video. Must provide clear direction, motivate and mentor creative teams.</p> <p>Responsible for ensuring that design budgets, schedules and performance standards are attainable. Work with designers, copywriters, as well as technology, media, production colleagues and customers to conceptualize and execute designs and campaigns.</p> <p><u>Minimum Education:</u> Bachelor's degree in Marketing/Advertising, Graphic Design, Fine Arts or Film/Video Production.</p>
5	541-4B	Video Media Specialist III	<p><u>Minimum General Experience:</u> 3 years' experience operating and implementing multimedia/multi- source systems. Familiar with graphics software such as Adobe Creative Cloud Suite, Final Cut Server, Avid Media Composer, QuarkXpress or Pagemaker.</p> <p><u>Functional Responsibility:</u> Able to manipulate images and digital art, design graphics such as: print media, logos, packaging design, brochures, newsletters, and signage, website and integration with video production.</p>

			<u>Minimum Education:</u> BA, Art, Communications, or related field.
6	541-4B	Graphics Editor IV	<p><u>Minimum General Experience:</u> 5 years of relevant working experience working in graphics, with brochures, reports, illustrations, training materials, advertising, TV or film. Senior level person who has managed other designers or multimedia specialists.</p> <p><u>Functional Responsibility:</u> Develops, designs, creates layouts, works with art, graphic elements for visual communication media with various software packages. Works with still photos and negotiates rates for clearances and rights.</p> <p><u>Minimum Education:</u> BA, Graphics, Design</p>
7	541-4B	Technical Engineer V	<p><u>Minimum General Experience:</u> 7 years in an engineering environment in a broadcast or post production facility. Understands all technical and electrical aspects of systems be able to use waveform monitors and vector scopes, troubleshoot and maintain equipment. Has experience with video teleconferencing events, satellite technology, along with systems design and installation.</p> <p>Familiar with new media, such as web streaming and other digital technologies.</p> <p><u>Functional Responsibility:</u> Directs the activities of technicians for installation and maintenance. Operates and maintains equipment; coordinates the integration of video production and graphic design technology to support the engineer in charge.</p> <p><u>Minimum Education:</u> Masters' degree in Electronics</p>
8	541-4D	Audio Visual Systems Designer III	<p><u>Minimum General Experience:</u> 7 years' experience with live staging as well as the setup and operation of conference rooms, auditoriums, theater, hotels (special events) and/or broadcast environment. Must have both good customer service and technical skills.</p> <p><u>Functional Responsibility:</u> Works with less skilled technicians along with engineers and customers to resolve problems. Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software. Sets up and operates projection systems, audio systems, microphones, and room control systems. Able to assist presenters with PowerPoint software and computer interfaces to the AV systems.</p> <p><u>Minimum Education:</u> Bachelors in related field</p>
9	541-4D	Communications Engineer III	<p><u>Minimum General Experience:</u> 7 years related experience in public relations and media strategy</p> <p><u>Functional Responsibility:</u> Provides integrated public relations and marketing services to Clients, customizes PR strategies to meet the client's business objectives, ensures timely turnaround of products while increasing media visibility for businesses and their products. Researches and writes news releases, video scripts, photo captions, fact sheets and other promotional material. Researches content, writes text, and over sees production of video and other media.</p> <p><u>Minimum Education:</u> Bachelor's degree (BA/BS) or equivalent in public relations/marketing.</p>

2. Maximum order is \$1,000,000.00 (One Million dollars).

3. Minimum order is \$100.00 (One Hundred dollars).

4. Geographic coverage is;

Domestic delivery that includes 50 states, Washington D.C., and all US Territories

SIN 541-3 U-50 St, DC, Territ.

SIN 541-4B U-50 St, DC, Territ.

SIN 541-1000 U-50 St, DC, Territ.

SIN 541-4D U-50 St, DC, Territ.

5. Point of production is Bowie, Prince Georges County, Maryland

6. 2% discount from list prices over \$1,000.00

7. No Quality Discounts

8. Prompt payment terms are;

Discount 1: 00.000 % if Payment is made within 00 days

Discount 2: 00.000 % if Payment is made within 00 days

Net 30 days.

9a. Yes, government purchase cards are accepted at and below micro-purchase thresholds.

9b. Yes, government purchase cards are accepted.

10. No foreign items. All items purchased items are purchased in the United States.

11a. Time of delivery term is 10 days.

11b. All items over minimum are available for expedited Delivery. Contact Contractor for more information.

11c. Overnight and 2-day Delivery are available. Contact Contractor for rates for overnight and 2-day delivery.

11d. In regards to the "Urgent Requirements" clause, agencies are advised to contact the contractor for Urgent delivery requirements.

12. **FOB Destination:** Domestic delivery that includes 50 states, Washington D.C., and all US Territories. **FOB Origin:** MD

13a. Ordering address is EO Media Services 5206 Cornelias Prospect Drive Bowie, MD 20720.

13b. For all ordering procedures we follow the Federal Acquisition Regulation (FAR) 8.405-3. Please contact the Contractor.

14. Payment is E.O. Media Services, Inc. 5206 Cornelias Prospect Drive Bowie, MD 20720
POC: Robert Sharp www.eomedia1.com.

15. For warranty provision please call EO Media Services to obtain a Return Authorization” (RA) number for all returns. All vendor product warranties are honored for the defined duration provided by the product vendor.

All goods to be returned must have prior authorization from our customer service department within 30 days from the receipt of shipment. If not within 30 days from receipt of shipment, Return will not be approved.

New Products in original cartons must be shipped prepaid to EO Media Services, Inc. Goods returned freight collect will be refused, or if accepted, the freight charges will be deducted from the credit allowance. Credit for approved returns will be issued for the original invoice price, and subject to a 25% restocking charge.

Custom product and special orders are not eligible for returns. Customer is responsible for reporting any concealed damage to EO Media Services, Inc. within 24 Hours of signed receipt.

If item was shipped due to error on Manufacturers part, a full refund will be given for returned items in the original unopened packages, including shipping charges.

If the item was ordered in error by the customer, a full refund will be given for returned items in the original unopened packages, less the shipping charges.

Items which are not returned in their original, unopened packages will be examined for damage, graded for resale ability and credited accordingly. All merchandise must be in original, unused condition and resalable as new. All returned goods must be sent prepaid at customer’s expense. Any return that is not prepaid will be refused. Any shortages must be reported within one business day after receipt. A 25% restocking fee will be applied to returned goods.

16. Export packing charges are not applicable

17. For terms and conditions of Government purchase card contact the Contractor Robert Sharp via email at rob.sharp@eomedia1.com or by phone at 301-742-3981.

18. Terms and conditions of rental, maintenance, and repair is not applicable.

19. Terms and conditions of installation, EO Media Services goal is 100% satisfaction with our products and services.

Warranty on equipment: EO Media Services will support the manufacturer’s warranty on all products we sell. This means that for any equipment we sell to you, we will work directly with the manufacturer

to repair or replace the equipment. For non-removable equipment, we will work with the manufacturer to cover the costs, but in some cases we may not be able to cover all labor and property repair costs.

Warranty on installation: In addition to any manufacturer's warranty on the materials and equipment purchased from EO Media Services, we also provide a 1 year warranty on our installation service. This means that if our installation is defective, we will rectify the work, at no charge to you. All service calls (including warranty calls) beyond the 1 year installation warranty will be charged at our standard rates.

Warranty application: This warranty applies to products and installations that are subject to normal use, and have not been modified in any manner. This warranty does not include service or parts to repair damage caused by accident, disaster, misuse, abuse, negligence, power fluctuations, or service, repair, or modification of the products and installations which have not been authorized or approved. EO Media Services will not be liable for any incidental or consequential damages arising from loss of property or other damage or losses owing to the failure of any products we sell or install beyond the cost of repair or replacement of any defective product, and remedy of any defective installation. EO Media Services liability for monetary damages shall in no event exceed the purchase price paid for the product or installations by the client.

EO Media Services makes no other warranty beyond the warranty expressly specified in this document.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices are not applicable.

20a. Terms and conditions for any other services are not applicable.

21. List of service and distribution points is not applicable.

22. List of participating dealers is not applicable,

23. Preventive maintenance is not applicable.

24a. Special attributes such as environmental attributes is not applicable.

24b. EO Media is compliant with Section 508 and the information is available on <https://eomedia1.com/studio#services>.

25. EO Media Services DUNS number is 010971605.

26. E.O. MEDIA SERVICES, INCORPORATED

Status: Active

EO Media Services, Inc., registration was activated on Jul 02, 2018. It expires on May 04, 2019 which is one year after you submitted it for processing.

Service Contract Act (SCA) Matrix & is not applicable.

Our current awarded rates & labor category descriptions.

Table Awarded SIN(s)								
Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	541-4B	Program Manager V	Both	\$143.43	\$147.01	\$150.69	\$154.45	\$158.32
2	541-3	Analyst III	Both	\$94.52	\$96.88	\$99.30	\$101.79	\$104.33
3	541-3	Multimedia Web Designer III	Both	\$73.71	\$75.56	\$77.44	\$79.38	\$81.37
4	541-4B	Creative Manager III	Both	\$97.41	\$99.85	\$102.34	\$104.90	\$107.52
5	541-4B	Video Media Specialist III	Both	\$60.33	\$61.84	\$63.39	\$64.97	\$66.60
6	541-4B	Graphics Editor IV	Both	\$71.25	\$73.04	\$74.86	\$76.73	\$78.65
7	541-4B	Technical Engineer V	Both	\$114.41	\$117.27	\$120.20	\$123.20	\$126.29
8	541-4D	Audio Visual Systems Designer III	Both	\$109.07	\$111.79	\$114.59	\$117.45	\$120.39
9	541-4D	Communications Engineer III	Both	\$140.77	\$144.28	\$147.89	\$151.59	\$155.38

Other Direct Cost (ODCs)

541-1000	Cloud Based Technology Solutions Design	Per Day	\$2,500
541-1000	Cloud Based Engineering/Network Telecommunications	Per Day	\$2,500
541-1000	Network Engineering	Per Day	\$1,500
541-1000	Computer Systems Design	Per Day	\$900
541-1000	Data Center A/V Support	Per Day	\$1,500
541-1000	Cinema Camera Kit I Day	Per Day	\$1,624.37
541-1000	Cinema Camera Kit II Day	Per Day	\$2,399.16
541-1000	Audio Studio Post Production Mixing W/Engineer	Per Hour	\$180
541-1000	Audio Studio Mastering W/Engineer	Per Hour	\$225
541-1000	Audio Files Format Conversion	Per Hour	\$55
541-1000	Sound Design	Per Project	\$1,500
541-1000	Musical Production	Per Project	\$1,500
541-1000	Musical Arrangements Not Including Vocals	Per Day	\$1,500
541-1000	Vocal Arrangements	Per Day	\$900
541-1000	Zoom H4N Pro 4CH Audio Recorder Kit	Per Day	\$12
541-1000	Zoom H6 4-6CH Audio Recorder Kit	Per Day	\$26
541-1000	Sound Devices 788T 8CH Audio Recorder	Per Day	\$120